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OFFICIAL COLLEGE COMMUNICATION WITH STUDENTS

Each student is provided a State Technical College of Missouri e-mail account, which is the college's primary method of communicating important and time-sensitive information. The student is expected to check the e-mail sent to this account on a frequent and consistent basis, and to respond to official communications from State Technical College of Missouri in a timely manner. The student is responsible for monitoring this account and for the consequences of missing important and time-sensitive messages.

GRADUATION REQUIREMENTS

In addition to meeting the Associate of Applied Science degree or certificate requirements, all candidates for graduation are required to:

- ◆ Earn a cumulative grade point average (GPA) of at least 2.000 overall. Program standards that exceed this requirement will take precedence.
- ◆ Earn a cumulative GPA of at least 2.000 in the core curriculum and program requirements. Program standards that exceed this requirement will take precedence.
- ◆ Complete all required assessments and surveys.
- ◆ Clear all financial obligations to the college.

GRADUATION PROCEDURES

To be considered for graduation, a student must submit a Graduation Application to the Academic Records Office as follows:

- ◆ Spring graduates should apply by the preceding October 1st.
- ◆ Summer graduates should apply by the preceding December 1st.
- ◆ Fall graduates should apply by the preceding July 1st.

A student who does not meet the specified graduation requirements will be ineligible for graduation and must reapply for graduation when all requirements are met.

To participate in commencement ceremonies, a student must meet all graduation requirements (or be approved through the petition to participate process), apply for graduation, obtain a cap and gown, and wear proper attire with his or her cap and gown during the ceremony.

Additionally, graduate diplomas and transcripts will not be released until the following are completed:

- ◆ Clear all financial obligations to the college.
- ◆ Return any library materials.
- ◆ Submit a completed Graduate Status Survey to the Career Services Office.
- ◆ Complete Financial Aid exit counseling if federal financial aid was used when attending State Technical College of Missouri.

STUDENT LEARNING OUTCOMES

State Technical College of Missouri is committed to improving student learning outcomes and providing opportunities for a successful academic experience for all students. It is the policy of this institution that all degree or certificate seeking students will be required to participate in knowledge and performance evaluations at appropriate points of development in their programs of study.

Designed to ensure continuous improvement, State Technical College of Missouri's student learning outcomes process includes placement exams, nationally standardized certification and licensure exams, project and performance evaluations, capstone courses, and student needs and satisfaction surveys. State Technical College of Missouri will provide an ongoing evaluation of the student learning outcomes and placement process. Such an evaluation occurs on a regular basis and is monitored by the Learning Outcomes Committee.

AJA@™STC GRADING SYSTEM

In addition to the academic grades listed on transcripts, a job readiness work ethic score and an attendance percentage are issued for each class completed as appropriate. This value-added service to students is a result of industry advisory council member input.

AJA@™STC information is recorded on the student transcript as follows:

A: Academic Grades (GRD) = A, B, C, D, F

J: Job Readiness Work Ethic (JR) = score of 0.0 – 4.0

A: Attendance (ATT) = percentage of 1 – 100

Academic Grade (GRD). The academic grade represents an evaluation of a student's academic performance in each class and is determined by criteria established by the instructor and communicated to students in the class syllabus. Only academic grades are used in calculating grade point average. The State Technical College of Missouri academic grading system is as follows:

Academic Grade	Explanation	Quality Points Per Credit Hour
A	Superior	4
AR	Articulated Credit	N/A
AU	Audit	N/A
B	Above Average	3
C	Average	2
CR	Credit	N/A
D	Low Average, Passing	1
F	Fail	0

I	Incomplete	N/A
NR	No Grade Recorded	N/A
P	Pass	N/A
TR	Transfer Credit	N/A
WD	Withdrew	N/A
WV	Waived	N/A

The following academic grading scale is used for all State Technical College of Missouri letter graded credit classes:

Grading Scale	A	B	C	D	F
	90 to 100%	80 to 89.9%	70 to 79.9%	60 to 69.9%	59.9% and below

Higher grading percentages than the above grading scale take precedence with approval by the Dean of Academic and Student Affairs if the need is supported by program accreditation or certification requirements.

Job Readiness Score (JR).

The Job Readiness Work Ethic Score is calculated based on areas related primarily to attitude and work ethic as defined in the Job Readiness Work Ethic Chart. The Job Readiness Work Ethic Chart can be accessed through Moodle or on the State Technical College of Missouri website, www.statetechmo.edu. The final job readiness work ethic score is a number between 0.0 and 4.0, with 4.0 being the best job readiness work ethic score. The final job readiness work ethic score may be either an average score or the ending score as determined by each instructor.

Attendance Percentage (ATT). Attendance is calculated as a percentage of class days attended according to the following point system:

- Present (P) = 2 points
- Absent (A) = 0 points
- Late (L) = 1 point
- Excused (E) = 2 points

Excused Absences – For the list of excused absences, visit <https://eagleonline.statetechmo.edu/ics/AJA@STC> and click on “Attendance Percentage.”

COMPUTING GRADE POINT AVERAGE

A student’s academic standing is evaluated by using the grade point average. Quality points are assigned to letter grades using the following 4.000 system:

- A - Four quality points per credit hour attempted
- B - Three quality points per credit hour attempted
- C - Two quality points per credit hour attempted
- D - One quality point per credit hour attempted
- F - Zero quality points per credit hour attempted

The student’s grade point average (GPA) is obtained by dividing the total quality points by the credits earned. The grade symbols of P, WD, I, AR, AU, CR, NR, TR, and WV are not included in calculations of grade point average.

All GPA’s are calculated to three decimal points. GPA’s are not rounded. Determination of academic honors, academic standards, academic probation and suspension are based on the truncated GPA.

GRADE REPORTS

Grade reports are available on EagleOnline at <https://eagleonline.statetechmo.edu/ics> on the Student Information tab.

INCOMPLETE GRADES

An instructor or student may initiate discussion regarding whether an “I” (incomplete) grade is appropriate in a given situation. An “I” (incomplete) grade can be recorded for a student who has completed at least 60 percent of required class work with a passing grade, but because of reasons acceptable to the instructor, has failed to complete all of the class work. The completed Request for Incomplete Grade form should be submitted to the Academic Records Office by the instructor issuing the incomplete grade.

It is the student’s responsibility to complete the class work in order to receive a final grade and get the “I” grade removed from his or her transcript no later than six weeks after the last day of class. Six weeks after the last

day of class, it is the instructor's responsibility to assign a final grade for the student based on class work completed prior to that date.

GRADE CHANGE REQUEST

A student has until six weeks after the end of the semester during which a class is completed to petition for the final academic grade, job readiness work ethic score, or attendance percentage to be changed. To appeal a final class academic grade, job readiness work ethic score, or attendance percentage, complete a Final Grade Review Request form that is available on EagleOnline at <https://eagleonline.statetechmo.edu/ics> on the Student Information tab or from the Office of Counseling Services or the Associate Dean of Student Affairs.

CLASS RE-TAKE PROCEDURE

Any student who receives a grade of "F" or lower than a program's required minimum grade in a required class will need to retake the class. When a student retakes a class, both grades remain on the student's transcript. The higher grade obtained is used in calculating the cumulative GPA. The retake grade is entered on the transcript at the end of the semester in which the class was completed. Third party sponsors typically do not pay for class re-takes.

TRANSFER CREDIT

A student who has earned a grade of "D" or better from another accredited institution of higher education in a course that is comparable to a course offered at State Technical College of Missouri may be granted transfer credit based on an evaluation of the transcript, course content, and grade required. The college will treat grades on transferred classes on the same basis as grades for classes completed at State Technical College of Missouri. Transfer credit approval should be sought through the Registrar.

In the event of transfer credit, it is the student's responsibility to make sure he/she does not enroll in State Technical College of Missouri classes that duplicate the transfer credit under review. If the student is enrolled in a class that might transfer and the deadline has passed to add/drop classes, he/she is responsible for the cost of that class regardless of any credit that is transferred. Before adding or dropping classes, the student should research if the schedule change will affect full-time enrollment status and financial aid eligibility.

A student requesting transfer credit from an institution of higher education outside the United States must have their transcript evaluated by an approved agency. Contact the Registrar for a list of approved international transcript evaluation agencies.

Accepted transfer credits are not included in the student's State Technical College of Missouri grade point average calculation. However, a State Technical College of Missouri student at the Advanced Technology Center taking general education classes from Moberly Area Community College will have the class grades transcribed in the same manner as State Technical College of Missouri classes. Grades from those classes are calculated in the student's grade point average.

MISSOURI REVERSE TRANSFER

Reverse transfer is the process of allowing college students or former college students who have completed credits for an associate degree to receive that degree even if they have transferred to a different college or university, or dropped out of higher education altogether. Missouri has moved forward with a statewide policy to help more Missourians earn a degree. Visit <http://dhe.mo.gov/ReverseTransfer.php> for statewide policy information. The college's Missouri Reverse Transfer contact is the Registrar at registrar@statetechmo.edu.

RESIDENCY REQUIREMENT FOR AN ASSOCIATE OF APPLIED SCIENCE DEGREE

To graduate from State Technical College of Missouri with an A.A.S. degree, a student is required to have earned a minimum of 32 credit hours in technical education from State Technical College of Missouri. The 32 credit hours in technical education must meet the requirements of the degree being sought. The 32 credit hours in technical education may include approved articulated credit with State Technical College of Missouri.

RESIDENCY REQUIREMENT FOR A CERTIFICATE

Certificates - One-Year and Less than One-Year. To graduate from State Technical College of Missouri with a One-Year or Less than One-Year Certificate, a student is required to earn two-thirds of the total certificate technical education credits in residency at State Technical College of Missouri. The certificate credits earned at State Technical College of Missouri:

1. Must meet the requirements of the certificate being sought.
2. May include approved articulated credit with State Technical College of Missouri not to exceed one-third of the total technical education credits in the certificate being sought.

Certificate - One Semester. To graduate from State Technical College of Missouri with a One Semester Certificate, a student is required to earn 100% of the total certificate technical education credits in residency at State Technical College of Missouri. The certificate credits earned at State Technical College of Missouri:

1. Must meet the requirements of the certificate being sought.
2. May include approved articulated credit with State Technical College of Missouri not to exceed one-third of the total technical education credits in the certificate being sought.

ARTICULATION OF SECONDARY/TECHNICAL COURSES

Various area secondary/technical schools and comprehensive high schools within the state have entered into articulation agreements with State Technical College of Missouri. The primary goal of articulation is to expand educational opportunities for students with a seamless transition from secondary to higher education technical programs at State Technical College of Missouri. Students who want to apply articulated high school credit must be seeking an associate of applied science degree or certificate. Articulation credit must be used within the first year after high school graduation with the exception of statewide articulation agreements.

In the event of articulation credit, it is the student's responsibility to make sure he/she does not enroll in State Technical College of Missouri classes that duplicate the articulated credit under review. If the student is enrolled in a class that might articulate and the cutoff date has passed to add/drop classes, he/she is responsible for the cost of that class, regardless of any credit that is articulated. Before adding or dropping classes, it is the student's responsibility to research if the schedule change will affect full-time enrollment status and financial aid eligibility.

Accepted articulation credits are not calculated into the student's grade point average.

DUAL CREDIT

Offered through State Technical College of Missouri. Dual credit allows qualified high school students to earn high school and college credit simultaneously for taking designated college-level classes. Dual credit classes may be offered at area high schools, career centers, via interactive television or on a State Technical College of Missouri campus.

State Technical College of Missouri dual credit classes may be taught by a high school instructor who meets the required qualifications under State Technical College of Missouri supervision or by a State Technical College of Missouri instructor.

Students who meet the following requirements will be considered for dual credit:

- Achieve a cumulative high school grade point average of 3.000 or higher on a 4.000 scale
- Complete and submit a State Technical College of Missouri Application for Admission
- Submit a current high school transcript
- Complete and submit the Dual Credit Permission Form signed by:
 1. The high school principal or his/her official designee and,
 2. A parent or legal guardian
- Payment of all tuition and fees

College credit for dual credit classes will be awarded at the end of the semester in which the class is completed.

Offered through other two/four year colleges. State Technical College of Missouri will grant appropriate college credit to a student who has taken comparable classes through other higher education institutions' dual credit program while enrolled in high school. For a student to receive State Technical College of Missouri credit, the Office of Admissions must receive an official college transcript mailed from the college or university granting the credit. Required course equivalency will be evaluated on a class-by-class basis. For more information, please refer to the section on Transfer Credit.

DUAL ENROLLMENT

Dual enrollment allows qualified high school students to earn college credit for taking designated college-level classes that may or may not count toward high school credit. Dual enrollment classes may be offered at area high schools, career centers, via interactive television or on a State Technical College of Missouri campus. State Technical College of Missouri dual enrollment classes are taught by State Technical College of Missouri instructors. Students who meet the following requirements will be considered for dual enrollment:

- Achieve a cumulative high school grade point average of 3.000 or higher on a 4.000 scale
- Satisfactory completion of any course requisites

- Complete and submit a State Technical College of Missouri Application for Admission
- Submit a current high school transcript
- Complete and submit a Dual Enrollment Permission Form signed by:
 1. The high school principal or his/her official designee and,
 2. A parent or legal guardian
- Payment of all tuition and fees

College credit for dual enrollment classes will be awarded at the end of the semester in which the class is completed.

CREDIT FOR PRIOR LEARNING

Equivalency Examinations

When a student believes he/she already possesses the knowledge and skills to be gained from enrolling in a class, the student may request to take an equivalency exam to demonstrate proficiency in the course content and test out of the class. The student must first apply for approval to take an equivalency exam by completing the Request for Equivalency Exam form and submitting it to the Registrar prior to the sixth day of the semester. If the Request for Equivalency Exam is approved by the appropriate department chair, payment for the exam is required prior to taking it. Equivalency exams may include written, hands-on demonstration, and/or oral tests to determine student proficiency in course content. When the student successfully passes the equivalency exam, the Registrar awards credit for the course. When a student does not successfully pass the equivalency exam, he/she then enrolls in the class, pays the full price (tuition and fees) of the class, and completes the class.

Industry Credentials/Licenses. Students who possess a current valid license or industry credential that is directly equivalent to a course offered at State Technical College of Missouri may be awarded credit for that course. Credit approval should be sought by providing documentation of the current valid license or industry credential to the Registrar.

It is the student's responsibility to make sure he/she does not enroll in State Technical College of Missouri classes that duplicate the industry credentials/licenses under review. If the student is enrolled in a class that might be transcribed and the deadline has passed to add/drop classes, he/she is responsible for the cost of that class regardless of any industry credentials/licenses that are transcribed. Before adding or dropping classes, the student should research if the schedule change will affect full-time enrollment status and financial aid eligibility.

Accepted industry credentials/licenses are not included in the student's State Technical College of Missouri grade point average calculation.

Military Courses. The college awards educational credits to a student, who is also a veteran, for a course that is part of the student's military training or service that meets the standards of the American Council on Education or equivalent standards for awarding academic credit and that is determined to be equivalent to a course offered at State Technical College of Missouri. Military credit approval should be sought through the Registrar.

It is the student's responsibility to make sure he/she does not enroll in State Technical College of Missouri classes that duplicate the military credit under review. If the student is enrolled in a class for which military credit might be awarded and the deadline has passed to add/drop classes, he/she is responsible for the cost of that class regardless of any military credit that is awarded. Before adding or dropping classes, the student should research if the schedule change will affect full-time enrollment status and financial aid eligibility.

A student requesting military credit must provide a transcript from the Community College of the Air Force (CCAF), the Army/American Council on Education Registry Transcript System (AARTS), the Sailor/Marine American Council on Education Registry Transcript (SMART), or the Joint Services Transcript (JST).

Accepted military credits are not included in the student's State Technical College of Missouri grade point average calculation.

CREDIT/CLASS LOAD

The unit of credit is the semester hour. Normally, one credit may be earned in a lecture course which meets for one hour each week during a semester. In a laboratory course, one credit usually is granted for two to three hours in a lab each week during the semester.

A student desiring to take more than 18 credit hours or less than 12 credit hours per semester must meet with his/her advisor for approval. A student desiring to take less than a full class load of 12 credit hours per semester also needs to consult the Office of Financial Aid about financial aid eligibility.

LATE ENROLLMENT AND ADDITIONAL CLASSES

A student is permitted to enroll in or add a 16-week class through the first five class days of the semester.

Eight-week classes may be added through the first two class days of the eight-week term. Classes meeting on alternative schedules have pro-rated deadlines. However, classes added after the first day of the semester may not be eligible for financial aid funding. Please see the Office of Financial Aid for an eligibility determination before adding a class after the first day of the semester.

INDEPENDENT STUDY

In certain instances, independent study may be used to complete the requirements for regularly offered classes. If a student wishes to take a class on an independent study basis, he/she must get approval through the department chair of his/her major program. The class curriculum must follow the already established syllabus. A student has one semester to complete class requirements.

SPECIAL TOPICS CLASS

A special topics class may include instruction on topics not covered in other classes. Topics covered in other classes may also be covered in more depth in a special topics class. The special topics curriculum must be developed and pursued under the direction of a faculty member with credit hours determined by the level and amount of involvement. The minimum involvement required for one credit is 30 contact hours. The specific topic(s), objectives, plan of instruction, and evaluation criteria must be documented in the syllabus; approved by the Department/Division Chair; and filed in the Academic Records Office. Students may complete more than one Special Topics class, provided that the credits earned in this manner do not exceed a total of four (4) credits.

AUDITING A CLASS

If a student wishes to attend a class without receiving credit for the class, the student may register on an audit basis. A student who audits a class is expected to complete all class requirements, pay the regular tuition rate, and meet the class prerequisites or receive special permission from the instructor. A student receiving financial aid or veterans benefits cannot count audited classes to establish full or part-time status. Audit status must be established in writing prior to the beginning of the class. A student may not change his/her status from auditing to receiving a grade or vice versa once the class has started.

CLASS ATTENDANCE

A student is expected to attend all of the classes in which he/she is enrolled. Excessive absences are determined by attendance requirements detailed in each class syllabus.

The college validates enrollment at the beginning of each semester. Students must attend the first day of each class or have made prior arrangements with their instructor to secure their seat in the class. Students whose instructors report first-day absences may have those classes dropped from their schedules. Financial aid recipients who do not attend classes may be required to repay some or all of the financial aid credited to their State Technical College of Missouri account for the semester.

If the student is absent excessively, he/she must either withdraw from the class or accept the final academic grade, job readiness work ethic score, and attendance percentage earned. Failure to officially withdraw from a class(es) may result in an "F" academic grade. The student shall remain financially responsible for the class. All class refunds will be calculated in accordance with the refund policy. (See the section on Refunds.)

MAKE-UP WORK

Only instructors may determine what is or is not allowed for make-up work. It is the responsibility of the student to immediately request to make-up work missed because of class absence.

INCLEMENT

The college will hold classes beginning at the usual time unless announced otherwise in the public media or on the website at www.statetechmo.edu. Inclement weather notification will also be sent via text message and e-mail through the STC Alerts link. The announcement will specify State Technical College of Missouri. When it is determined and announced that class starting time should be delayed due to inclement weather, classes will meet

WEATHER

on the "Snow Schedule". If the college is on "Snow Schedule", classes will begin at 10:00 a.m. Those that meet prior to 10:00 a.m. will be cancelled. Report to your 10:00 a.m. class or the class that would normally be in session at 10:00 a.m. This will allow students and staff the opportunity to travel to classes after the roads have been cleared and the campus prepared. The college does not want to endanger anyone's safety. In all cases, use your own judgment regarding hazardous driving conditions. The college will attempt to make a decision and notify the media prior to 6:00 a.m. Off-campus locations have their own inclement weather procedures.

ACADEMIC STANDARDS

A 2.000 or better cumulative grade point average (GPA) is required for graduation. A cumulative GPA of 2.000 is also required in the core curriculum and program requirements. Program standards that exceed these requirements will take precedence.

ACADEMIC HONORS

A full-time student (enrolled in 12 or more credit hours) who earns a semester grade point average (GPA) of 3.500 or higher will be placed on that semester's Dean's List. A student whose semester grade point average is 3.000 to 3.499 will be placed on that semester's Honor Roll. A student with high academic grades may be considered for membership in the Phi Theta Kappa, Alpha Phi Omicron Chapter at State Technical College of Missouri, a national scholastic honor society.

ACADEMIC PROBATION

A student receiving an overall semester GPA of below 2.000 will be placed on academic probation for one semester. Program standards that exceed this requirement will take precedence. This is a warning to the student that his/her grades are substandard and continued substandard grades in the next semester will result in academic suspension. Academic probation does not prohibit a student from enrolling in the next semester's classes. A student that is put on academic probation is required to meet with a college counselor to complete a Student Success Plan.

ACADEMIC SUSPENSION

A student with an overall semester GPA below 2.000 for two (2) consecutive semesters will be suspended from State Technical College of Missouri. A student suspended from the college as a result of low grades shall not return to State Technical College of Missouri for the next semester during which the student is enrolled or expected to be enrolled. Program standards that exceed this requirement will take precedence. A student returning from academic suspension must reapply to the college to begin taking classes again. A student returning from suspension will be on academic probation during that first semester back. If, at the end of that semester, a student earns less than a 2.000 semester GPA, he/she will again be suspended for another semester.

STANDARD OF STUDENT CONDUCT

A student enrolling at the college assumes the obligation to conduct himself/herself in a manner compatible with the policies of the college and is expected to comply with federal, state, and county laws concerning activities prohibited generally and specifically on college property and at college-sponsored functions. If a student fails to do so and engages in behavior disruptive to the educational process, the college will institute appropriate disciplinary action. Refer to the current student handbook that is located at https://wiki.statetechmo.edu/stc/index.php/Category:Student_Handbook. This handbook is also available in the Associate Dean of Student Affairs' Office.

ACADEMIC INTEGRITY

The academic integrity of the college will not permit acts of academic dishonesty to take place without consequences. Refer to the Student Handbook for definitions of academic dishonesty. The primary persons who are empowered to monitor, detect, report, and recommend sanctions for academic dishonesty are instructors. Initial consequences for academic dishonesty are instructor-driven.

In addition to instructors' sanctions, academic dishonesty can lead to dean's sanctions of disciplinary probation or disciplinary suspension. When instructors and deans recommend a presidential review, the student also risks expulsion from the college.

Incidents of academic dishonesty are to be reported to the Associate Dean of Student Affairs. This includes anything that a student might do to circumvent the academic requirements of the college.

DRUG SCREENING POLICY

State Technical College of Missouri began a drug screening program in the fall semester of 2011 for students who are newly classified as degree or certificate seeking and degree or certificate seeking students returning

after one or more semesters of non-enrollment at the State Technical College of Missouri Linn campus or any State Technical College of Missouri location. The specifics of the testing procedures and implementation of this policy will be determined by the President of the college. Such policies shall provide for due process required by law and may provide greater procedural protections.

DRUG SCREENING PROCEDURES

Currently, the federal courts permit students only in the Industrial Electricity and Aviation Maintenance programs to participate in this drug screening program. Future and/or enrolled students will be notified of any change made by the courts and/or State Technical College of Missouri.

For information about drug screening procedures, please visit https://eagleonline.statetechmo.edu/ics/Drug_Screening.jnz and the Student Handbook at https://wiki.statetechmo.edu/stc/index.php/Category:Student_Handbook.

In some cases, program requirements may be more stringent than the college-wide drug screening procedures.

SUBSTANCE ABUSE

State Technical College of Missouri strives to maintain a working and learning environment that is free from the effects of alcohol and illegal drugs. For more information see the Student Handbook at https://wiki.statetechmo.edu/stc/index.php/Category:Student_Handbook.

TOBACCO USE REGULATION

Smoking and use of smokeless tobacco, E-Cigarettes, and other smoking devices are not permitted inside any building or vehicle owned, leased, and/or operated by the college. Every building on State Technical College of Missouri's campus has an exterior designated tobacco use area. Employees and students are expected to use these areas when smoking tobacco products or using smokeless tobacco and are required to dispose of tobacco waste properly. This requirement is being implemented in lieu of a total tobacco ban on campus. The Regulations are located in the Student Handbook which can be found at https://wiki.statetechmo.edu/stc/index.php/Category:Student_Handbook.

WEAPONS POLICY

The possession or storage of a deadly weapon, destructive device, or fireworks in any form is prohibited on any campus property or in any facility, including that which is owned, leased, or operated/controlled by the college. This includes college housing, Activity Center, college vehicles, or at any off-campus facility owned, leased, or operated by the college. Any student or employee found to be in violation of this policy is subject to disciplinary action.

PRESIDENTIAL ORDER ON FIREARMS. Until further notice, consent to carry concealed firearms into or onto property owned or controlled (including the airport) by State Technical College of Missouri other than in a vehicle as provided by law may only be done so with the written consent of the college President.

ARCHERY EQUIPMENT POLICY. Bows and arrows are allowed on campus solely for use at the archery range located in the Activity Center. Bows and arrows are not allowed in any other building on campus except as provided for in this policy or as specifically authorized by the college President for purposes of archery events or tournaments held on the college's campus. Students living in campus housing units may store their bows in their rooms; however, arrows shall be stored in a separate location provided by the college. Other individuals bringing archery equipment on campus for use at the archery range are expected to either keep their bows and arrows securely locked in their vehicles when not in use or equipment may be checked and stored at the range. Visitors to campus found to be in violation of this policy may be prohibited from future use of the archery range.

Until further notice, consent to carry concealed firearms into or onto property owned or controlled (including the airport) by State Technical College of Missouri other than in a vehicle as provided by law may only be done so with the written consent of the President of State Technical College of Missouri.

SEXUAL HARASSMENT

It is the policy of State Technical College of Missouri that no employee or student be harassed by an employee, supervisor, student, or instructor on the basis of gender and that no personnel or academic action be taken affecting an employee or student (either favorably or unfavorably) on the basis of conduct that is not related to work or classroom performance. Such conduct may include sexual advances or raising a complaint concerning

the alleged violation of this policy. For additional information, students should refer to the Student Handbook at https://wiki.statetechmo.edu/stc/index.php/Category:Student_Handbook.

CAMPUS CRIME PREVENTION AND AWARENESS

In compliance with the Campus Security Act of 1990 and the Amendment of 1992 (Public Law 101-542), State Technical College of Missouri publishes and distributes statistics that list the number of criminal offenses and arrests reported on each of its campuses for the past three years. These statistics and the policies and procedures for preventing and reporting crimes are provided in the Student Handbook, which is prepared bi-annually. The Student Handbook is available at https://wiki.statetechmo.edu/stc/index.php/Category:Student_Handbook.

DISPUTE RESOLUTION PROCESS

State Technical College of Missouri personnel shall maintain records of formal written student complaints, which will be filed with the Associate Dean of Student Affairs. These records will include information about the disposition of the complaints, including those referred to external agencies for final resolution. Information concerning the procedures for maintaining these records is available from the Associate Dean of Student Affairs. See the Student Handbook at https://wiki.statetechmo.edu/stc/index.php/Category:Student_Handbook for more information related to the dispute resolution process.

WITHDRAWING FROM A CLASS

A student may withdraw from a class during the first three quarters of the class. Withdrawal during this time will be recorded on the transcript as "WD". After three quarters of any class, withdrawals and "WD" grades are not allowed, and letter grades are assigned by instructors.

NOTE: There may be costs associated with withdrawing from any or all classes. See the sections on "Student Financial Aid Information" and "Refunds" or discuss this with the Financial Services Coordinator and Financial Aid staff who are located in the Nilges Technology Center.

A completed Add/Drop form must be submitted to the Academic Records Office to officially withdraw from a class. This form is available online and at the Academic Records Office.

Failure to attend class does not constitute withdrawal from that class. Students remain financially responsible for classes from which he/she does not officially withdraw.

WITHDRAWING FROM THE COLLEGE

To officially withdraw from State Technical College of Missouri, a student must complete a Withdrawal Form and submit the completed form to the Academic Records Office or Office of Financial Aid to have the form processed. The date of withdrawal will be the last date of attendance at a documented academic-related activity. Upon any consideration of withdrawal, the student is strongly encouraged to speak with the Financial Aid staff.

Failure to complete a Withdrawal Form and officially withdraw from classes may result in the student receiving an "F" grade for each class in which he/she is enrolled. The student will be held responsible for the full cost of each class in which he/she is enrolled. Failure to attend classes does not constitute a withdrawal from the college.

TRANSCRIPT REQUEST

To request an official State Technical College of Missouri transcript, submit a Transcript Release form to the Academic Records Office. Transcript Release forms are available in the Academic Records Office and on the State Technical College of Missouri website at www.statetechmo.edu/alumni. There is no charge for requesting transcripts.

Unofficial transcripts are available on EagleOnline at <https://eagleonline.statetechmo.edu/ics> on the Student Information tab under My Grades.

ACADEMIC RECORDS

State Technical College of Missouri adheres to the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA) of 1974, Buckley Amendment and maintains policy in accordance with this act. A detailed statement pertaining to (1) records maintained, (2) access procedures, (3) directory information and (4) content challenge is published in the State Technical College of Missouri Student Handbook. Additional information can

be obtained from the Registrar at (573) 897-5154 or see the Student Handbook at https://wiki.statetechmo.edu/stc/index.php/Category:Student_Handbook.

STUDENT LIFE, ACTIVITIES AND SERVICES

Services for students at State Technical College of Missouri are designed to provide support services to students in meeting their individual educational goals. Services to students at State Technical College of Missouri include financial aid, on-campus housing, academic advisement, library resources, academic support, counseling services, services for special populations, career planning, student activities and organizations.

COUNSELING SERVICES

The Office of Counseling Services works together with all faculty members in carrying out the counseling program at State Technical College of Missouri. Academic, social, and career concerns will be primarily coordinated in the Office of Counseling Services. These concerns include but are not limited to attendance, insubordination, behavioral issues, health, safety and welfare. The counselors do not attempt to make decisions for students; rather, they seek to help students make responsible decisions for themselves. Counseling services at State Technical College of Missouri assist students in making educational and personal decisions. Should additional counseling services be required, students will be referred to qualified counselors off-campus.

SERVICES FOR SPECIAL POPULATIONS

State Technical College of Missouri is committed to providing equal opportunities for students of special populations in accordance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) of 1990. State Technical College of Missouri does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission/access to or treatment/employment in its programs and activities. Any persons having inquiries concerning State Technical College of Missouri compliance with such regulations should contact the Associate Dean of Student Affairs by phone at (573) 897-5193 or by mail at State Technical College of Missouri, One Technology Drive, Linn, MO 65051.

After high school graduation, the high school Individualized Education Plan (IEP) ends and there is no mandated IEP at the college level. The college student is considered an adult and must self-identify and provide appropriate and current documentation based on the college's requirements. The college is not responsible for the cost of evaluations should they be necessary.

State Technical College of Missouri will work with students with disabilities to accommodate their needs so that they may successfully access and complete courses offered by the College. All students, however must, with or without reasonable accommodation, be able to safely perform the essential functions of the instructional activities required for successful completion of each individual course and all such requirements for successful completion of the relevant program. Students who cannot safely do so may not be allowed to participate in certain courses or certain activities within specific courses because such participation poses a threat to the student or others. If participation cannot safely be achieved, course and program requirements will not automatically be waived and such inability to safely and satisfactorily complete such requirements may result in failure of certain courses or inability to complete certain programs. A student's ability to successfully and safely complete all requirements of a program may be considered as a factor in admission to programs or courses.

Students with special needs should contact the Vocational Resource Educator (VRE) prior to the start of classes. The type of service made available is dependent upon documented expressed need. A student requiring reasonable accommodations/considerations due to a documented disability must provide current documentation regarding his/her disability and specific accommodations needed prior to receiving any accommodations. Once the current documentation is received, the VRE may write an IEP or 504 plan with reasonable accommodations.

The VRE works with each student with special needs, reviewing documentation and his/her request for accommodations as well as encouraging him/her to take advantage of the accommodations available. The college provides reasonable accommodations, but only if the student discloses his/her disability and asks for accommodations. That information is kept confidential and shared only with those who have a need to know. At the college level, because each student is considered an adult, he/she is the only one who can activate his/her IEP/504 Plan by notifying each instructor and requesting accommodations in each class. No one else can do this for the student including counselors and/or parents.

LIBRARY

The Library is located on the main level of the Information Technology Center. It is a state-of-the-art

comprehensive academic library and serves as the informational and educational hub of the college. The Library supports the mission of the college through its collection, services, specialized research, and study areas.

The Library collection is maintained to support instructional programs of the college and to support lifelong learning of students, employees, and community patrons. The Library provides print materials, audio-visual materials, and a multitude of online databases. Students will find resources that cover highly technical and specialized topics as well as fiction, nonfiction, and recreational literature. The Library also provides Internet access in the public access area. The Library facility is designed to create an ideal environment for study and research with designated spaces for individual and group study. Library instruction classes are provided to enhance the search and retrieval of library resources.

State Technical College of Missouri is a charter member of MOBIUS, a statewide consortium that provides access to resources of 61 academic, four public, and two special libraries, the Missouri State Library, and two Associate Members serving a total of 143 physical branches in Missouri. MOBIUS (<http://searchmobius.org>) and OCLC Interlibrary Loan services extend access and delivery beyond the walls of the State Technical College of Missouri campus, thus allowing our students access to nearly unlimited resources.

Professional librarians are available in the library and can be reached by e-mail at Librarian@statetechmo.edu or by telephone at (573) 897-5215 for reference and research assistance. Additional information can be found at www.statetechmo.edu/campus-services/library/ and the online access catalog at <http://lance.searchmobius.org>.

ACADEMIC RESOURCE CENTER

The mission of the Academic Resource Center (ARC) is to provide academic support and resources that enhance instructional programs. The ARC is located on the main level of the Information Technology Center. Tutoring services are provided by both staff and peer tutors. Peer tutors are required to have at least a 3.000 GPA, recommendations from instructors, and a recent transcript showing competency in the subject(s) to be tutored. The ARC staff and peer tutors provide individual and group tutoring for State Technical College of Missouri general education classes, which include the following: mathematics, written and oral communications, science, physics, American history and government, Introduction to Microcomputers, and Job Search Strategies. Students may come to the ARC for individual assistance with any State Technical College of Missouri mathematics, science, or writing assignment, including library assignments and resume preparation.

During each semester, the ARC offers study skills seminars for State Technical College of Missouri students. These seminars support the study skills necessary to succeed in college. Seminar topics may include note-taking, test-taking, and time management.

The ARC includes individual and group study areas and computers equipped with current Microsoft software. Accommodations for students with Individualized Education Plans are supported by ARC staff members. ARC staff members also provide mentoring for international students.

ARC employees can be reached by e-mail at StaffARC@statetechmo.edu or by telephone at (573) 897-5204.

STUDENT COMPUTER AND INTERNET ACCEPTABLE USE PROCEDURE

This procedure provides for general ethical behavior and acceptable use of State Technical College of Missouri computers and Internet access. All students are required to sign the "Acceptable Use Procedure" before access is granted to computers and the Internet. Furthermore, students may expect further use guidelines when using the library, academic resource center, and/or departmental laboratories.

See the Student Handbook at https://wiki.statetechmo.edu/stc/index.php/Category:Student_Handbook for the "Student Computer and Internet Acceptable Use Procedure".

ON-CAMPUS HOUSING FACILITIES

The State Technical College of Missouri housing community has a maximum occupancy of 144 residents. Students are housed in nine cottages, which have eight rooms each. The rooms are available as double occupancy or single occupancy units. Single rooms are available at a premium cost, based upon availability. Residents are required to purchase a meal plan. Prices for rooms and meal plans can be obtained from the Resident Manager at (573) 897-5165. For additional information please refer to the Student Handbook at https://wiki.statetechmo.edu/stc/index.php/Category:Student_Handbook.

CAREER SERVICES

The ability of State Technical College of Missouri graduates to enter and hold related employment is one of the most important indicators of the college's success. State Technical College of Missouri's lifelong career services assistance program was developed to assist graduates in obtaining employment in related occupations. For details regarding these services, see the Student Handbook at https://wiki.statetechmo.edu/stc/index.php/Category:Student_Handbook. The Career Services staff and college faculty have developed and maintained relationships with many of Missouri's businesses, industries, and governmental agencies. Employer contacts are also available across the country.

STUDENT ACTIVITIES/ORGANIZATIONS

The Student Activities Director assists employees and Student Government Association officers in maintaining an effective program of student activities. The college offers a number of activities that take place outside the regular classroom and for which credit is not given. Each student is urged to participate in extracurricular activities. Student activities may include basketball, softball, volleyball, dodgeball, kickball, bowling, comedians, cultural programs, and special events. The Student Activities Director always welcomes suggestions for new activities.

Student organizations currently in existence are Student Government Association (SGA), Phi Theta Kappa (PTK), SkillsUSA, Horticulture/National Postsecondary Agricultural Student Organization (PAS) Club, Electricity Club, Aviation Club, Home Builders Association Student Chapter, Computer Club, Resident Government Association (RGA), Associated General Contractors (AGC), Physical Therapist Assistant Club, Machine Tool Club, Veteran Students Club, Air Rifle Club, Phi Beta Lambda, and American Public Works Association (AWPA). Each student organization is required to have a constitution, which states the aims and purposes of the group and how it contributes to campus life and student development. Each organization is responsible for choosing its own officers and for scheduling its activities with the Student Activities Director. Any interested person or group of people who wish to create an organization can form clubs on campus with approval from the Student Activities Director. All student clubs must have a State Technical College of Missouri-affiliated sponsor in order to draw upon student activity fees and use State Technical College of Missouri in their names. See the Student Activities Director for details.

MAIN CAMPUS TRAFFIC

All vehicles must be registered with the college. The speed limit on main campus is 15 mph. If speed limits are abused, driving privileges on campus may be revoked and a fine may be issued. For more information see the Student Handbook at https://wiki.statetechmo.edu/stc/index.php/Category:Student_Handbook.

MAIN CAMPUS PARKING

Student parking is restricted to designated parking areas. Parking permits for students can be obtained from the Receptionist. Additional or replacement permits are available at the cost of \$25.00 per permit. Vehicles parked in unauthorized areas or without displayed parking permits will be subject to a parking violation. For more information see the Student Handbook at https://wiki.statetechmo.edu/stc/index.php/Category:Student_Handbook.

Special arrangements for handicapped and temporary parking can be made with the Receptionist in the Information Technology Center.

Visitors to the college can obtain a temporary parking tag from the Receptionist in the Information Technology Center or the Financial Services Coordinator who is located in the Nilges Technology Center at the Cashier Window.